

S-E-C-R-E-T

BOOK DISPATCH NO. 965

DATE 6 NOV 1958

TO: All Chiefs of Station and Base

FROM: Chief,

SUBJECT: Revised Fitness Reporting System

ACTION REQUIRED: Compliance

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1. Modifications in the fitness reporting system have recently been approved. The Fitness Report (Form 45) has been revised, and the schedule for submitting reports has been changed.

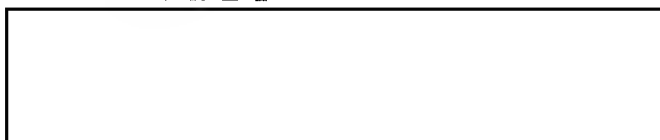
2. A copy of the revised Form 45 is attached for your information. Additional copies, as well as copies of revised Form 45a, Fitness Report - Field Transmittal, estimated to be sufficient to meet your needs for a few months, are being pouched to you under separate cover. Use of the new forms should begin as soon as stocks are available, at which time any supplies of the present forms should be destroyed. As you will see, the new Form 45 is only one part instead of two, and has been considerably simplified. In addition, the report must now be shown to the employee in most circumstances, and the employee must certify on the accompanying Form 45a that he has seen the report.

3. Whereas reports heretofore have been based on the EOD date or the date of PCS arrival in the field, their time of submission will in the future be based on the individual's grade. Reports on all employees of a particular grade will be prepared and submitted at the same time, in accordance with the Schedule for Submission of Reports given in the Instruction Sheet to Form 45. Installation of the new schedule for reporting will commence with grades 12 and 13, first reports for which will be due in headquarters 28 February 1959 for the period ending 31 December 1958. It will proceed thereafter on the basis of the Schedule for Submission of Reports referred to above.

4. A revision of  FITNESS REPORT, is in process and should be distributed relatively soon. It has been decided that,

in the meantime,/

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in the meantime, it will not be necessary to submit fitness reports for individuals six months following their PCS arrival overseas, as required by paragraph 4.a. of present [redacted] After 31 December 1958 no fitness reports for individuals of any grade will be submitted on the basis of either EOD date or date of PCS arrival in the field.

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FOR THE CHIEF, [redacted]

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Enclosures:

1. Revised Form 45
2. Stock of Revised Form 45 and 45a - UNDER SEPARATE COVER

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